



FAMILY INDEPENDENCE ADMINISTRATION

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POLICY BULLETIN #11-34-OPE

(This Policy Bulletin Obsoletes PB #05-24-ELI and PD #07-04-ELI)

TERMINATION OF THE HOUSING STABILITY PLUS PROGRAM

Date: April 8, 2011	Subtopic(s): Housing
<p> This procedure can now be accessed on the FIAweb.</p> <p>These notices will be mailed by Management Information Systems (MIS).</p> <p>Rebudget effective 5A11</p>	<p>The instructions in this policy bulletin are for the Special Project Job Center (SPC) staff and Office of Central Processing (OCP) staff. They are informational for all other staff.</p> <p>The purpose of this policy bulletin is to inform staff that the Housing Stability Plus (HSP) Program which provided a rental supplement to certain households seeking permanent housing or family reunification will be terminated effective April 30, 2011.</p> <p>The following notices were created to notify the affected participants and landlords that no further HSP rental supplement will be issued after April 30, 2011:</p> <ul style="list-style-type: none"> • CA Client’s notice regarding Termination of Housing Stability Plus (HSP) Program (Attachment A) • Landlord’s notice regarding Termination of Housing Stability Plus (HSP) Program (Attachment B) <p>Both notices direct the addressee to call (212) 331-4200 (during business hours) or 311 (after business hours) if additional information is needed.</p> <p>OCP and SPC staff have been provided a list of CA cases currently in receipt of HSP supplements and will be responsible for removing the HSP supplements and rebudgeting the CA cases effective 5A11.</p> <p>Effective 5A11, these households must only receive the maximum PA shelter according to their household size.</p>

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 3 at the prompt followed by 1 or send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

To remove the HSP supplement, designated staff at SPC and OCP must:

- Review the HRA OneViewer to obtain the current lease and determine the actual rent amount.

Note: If a copy of the current lease is not available, add the amounts currently entered in the FS shelter field and the **Additional Needs Amount** field to establish the actual rent amount. For example, a household with \$200 in the FS shelter field and a \$400 HSP supplement in the **Additional Needs Amount** field when combined would be \$600 for the actual rent amount.

- Calculate a new budget as follows:
 - On the household screen (**NSLB02**), enter the actual rent expense in the FS shelter field,
 - Remove code **42** (or code **48** if the case is a single adult or childless couple) from the **Additional Needs** field and the supplement amount from the **Additional Needs Amount** field.
- Transmit and save the data to the budget, and
- Prepare a Turn Around Document (TAD) ([LDSS-3517](#)) to authorize the budget by entering the budget number in Element **015** and annotating the TAD in the top right corner with unique authorization number **445123**.

Unique authorization number **445123** is used for this process only.

When the budget is authorized, a Client Notice System (CNS) notice advising of the reduction in the CA budget will be generated.

Removal of the HSP rental supplement is subject to Fair Hearing for Cash Assistance.

Effective Immediately

References: 18 NYCRR § 352.3(a)(3)(ii)

Attachments:

Attachment A Client's notice regarding Termination of Housing Stability Plus (HSP) Program

Attachment B Landlord's notice regarding Termination of Housing Stability Plus (HSP) Program

Attachment A

HUMAN RESOURCES ADMINISTRATION
OFFICE OF CENTRAL PROCESSING
PO BOX 029121
BROOKLYN NY 11202-9121



Michael R. Bloomberg
Mayor

Human Resources
Administration

Robert Doar
Commissioner

Department of
Homeless Services

Seth Diamond
Commissioner

April 6, 2011

Re: Termination of Housing Stability Plus (HSP) Program

The New York City Department of Homeless Services (DHS) and the New York City Human Resources Administration (HRA) regretfully inform you that New York State has withdrawn all state and federal funding for the Housing Stability Plus (HSP) Program. Pursuant to **18 N.Y.C.R.R. § 352.3(a)(3)(ii)**, the program has been discontinued effective May 2011. As a result, no further HSP rental assistance supplement payments will be provided to your landlord on your behalf.

The termination of the HSP Program will result in a re-budgeting of your public assistance benefits. HRA will send you a new budget notice that will include your new public assistance shelter allowance amount based on your household composition. Your public assistance shelter allowance will continue to go directly to your Landlord. Beginning in May, you will be responsible for paying the difference between your shelter allowance and your rent amount.

If you have any questions or need additional information, please contact the HRA Call Center at **(212) 331-4200** during business hours or **311** after business hours.

You have the right to a Fair Hearing to challenge the termination of your HSP rental supplement resulting from the termination of the HSP Program, as described in the enclosed instructions.

Attachment A

HUMAN RESOURCES ADMINISTRATION
OFFICE OF CENTRAL PROCESSING
PO BOX 029121
BROOKLYN NY 11202-9121



Michael R. Bloomberg
Mayor

Human Resources
Administration

Robert Doar
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Department of
Homeless Services

Seth Diamond
Commissioner

6 de abril, 2011

Re: Finalización del Programa Plus de Estabilidad de Vivienda (HSP)

El Departamento de Servicios para Desamparados de la Ciudad de Nueva York (The New York City Department of Homeless Services- DHS) y la Administración de Recursos Humanos de la Ciudad de Nueva York (New York City Human Resources Administration- HRA) lamenta informarle que el Estado de Nueva York ha retirado todos los fondos estatales y federales para el Programa Plus de Estabilidad de Vivienda. Conforme a **18 N.Y.C.R.R. § 352.3(a)(3)(ii)**, el programa ha sido discontinuado a partir de mayo del 2011. Como resultado, ya no se mandarán los pagos de asistencia de suplemento de alquiler del Programa Plus de Estabilidad de Vivienda a su casero en su nombre.

La finalización del Programa Plus de Estabilidad de Vivienda resultará en que se le vuelva a calcular el presupuesto de sus beneficios para asistencia pública. La HRA le enviará un nuevo aviso de presupuesto que incluirá su cantidad de asignación de refugio basado en su composición familiar. Dicha asignación continuará siendo enviada directamente a su casero. A partir de mayo, usted será responsable de pagar la diferencia entre la asignación de refugio y la cantidad de su alquiler.

Si tiene alguna pregunta o necesita información adicional, favor de comunicarse con el Centro de Llamadas de HRA al **(212) 331-4200** durante horas laborales o al **311** después de horas laborales.

Usted tiene derecho a una Audiencia Imparcial para desafiar la terminación de su suplemento de alquiler del Programa Plus de Estabilidad de Vivienda como resultado de la finalización de dicho Programa, tal como se describe en las instrucciones adjuntas.

FAIR HEARING

If you have a general question about the HSP Program termination, contact the HRA Call Center at **(212) 331-4200** during business hours or **311** after business hours.

State Fair Hearing

Deadline for Requesting a Fair Hearing

You have **60 days** from the date you receive this Notice to request a fair hearing to challenge the termination of your HSP rental supplement.

How to Request a Fair Hearing

You can ask for a fair hearing in writing, by telephone, by fax, electronically or in person.

Write: Send a copy of this HSP Termination letter to the Office of Administrative Hearings, New York State Office of Temporary and Disability Assistance, P.O. Box 1930, Albany, New York 12201. Please keep a copy for yourself.

Call: To ask for a fair hearing, call **(800) 342-3334** (Have this letter with you when you call.) To ask for an adjournment, call **(877) 209-1134**.

Fax: Fax a copy of this letter to: **(518) 473-6735**.

Walk-In: Bring a copy of this letter to the New York State Office of Temporary and Disability Assistance at **14 Boerum Place, Brooklyn, NY 11201**, Ground Floor, (corner of Livingston). By Subway: 2, 3, 4, 5 to Borough Hall; N, R to Court Street.

Online: Complete an online request form at: <http://www.otda.ny.gov/oah/forms.asp>.

If you cannot reach the New York State Office of Temporary and Disability Assistance by phone, fax, walk-in or online, please write to the Office of Administrative Hearings, New York State Office of Temporary and Disability Assistance, **P.O. Box 1930, Albany, New York 12201** to ask for a fair hearing before the deadline for requesting a fair hearing.

If your situation is extremely serious, the State will attempt to process your request for a fair hearing as quickly as possible. If you call to request a fair hearing, please be prepared to explain your situation to the person who answers the phone. If you write to the above address, please explain your situation.

What to Expect at a Fair Hearing

The State will send you a notice that tells you when and where the fair hearing will be held.

At the hearing, you will have a chance to explain why you think the HSP Program termination is wrong. You can bring a lawyer, a relative, a friend or someone else to help you do this. If you cannot come yourself, you can send someone to represent you. If you are sending someone who is not a lawyer to the hearing instead of you, you must give this person a letter to show the hearing officer that you want this person to represent you at the hearing.

To help you explain at the hearing why you think termination of your HSP rental assistance subsidy is wrong, you should bring any witnesses who can help you.

At the hearing, you and your lawyer or other representative can ask questions of witnesses (including witnesses you have brought to support your case, and witnesses we bring).

Legal Assistance

If you think you need a lawyer to help you with this problem, you may be able to get a lawyer at no cost to you by contacting your local Legal Aid Society or other legal advocate group. If you need legal assistance related to shelter, you may contact The Legal Aid Society Homeless Rights Project at (800) 649-9125, the Urban Justice Center at (646) 602-5600, the Coalition for the Homeless at (212) 776-2000, MFY Legal Services at (212) 417-3700 or Manhattan Legal Services (Harlem) at (212) 348-7449. You also have the right to contact another lawyer or advocate. For the names of other lawyers, check your Yellow Pages under "Lawyers".

Access to Your File and Copies of Documents

To help you get ready for the hearing, you have a right to look at your case file. If you want copies of documents from your case file, you should ask for them ahead of time. They will be provided to you within a reasonable time before the date of the hearing. Documents will be mailed to you only if you specifically ask that they be mailed.

If you call, write or fax us, we will provide you free copies of the documents from your files which we will give to the Hearing Officer at the fair hearing. Also, if you call, write or fax us, we will provide you free copies of other specific documents which you think you may need to prepare for your fair hearing. To ask for documents or to find out how to look at your file, call **(718) 722-5012** or fax **(718) 722-5018** or write to **HRA Division of Fair Hearings, 14 Boerum Place, Brooklyn, New York 11201**.

Attachment A

AUDIENCIAS IMPARCIALES

Si tiene preguntas generales sobre la finalización del Programa Plus de Estabilidad de Vivienda, comuníquese con el Centro de Llamadas de la HRA al **(212) 331-4200** durante horas laborales o llame al **311** después de horas laborales.

Audiencia Imparcial Estatal

Fecha Límite para Solicitar una Audiencia Imparcial

Usted tiene **60 días** desde la fecha que recibe este Aviso para solicitar una audiencia imparcial y desafiar la finalización de su suplemento de alquiler del Programa Plus de Estabilidad de Vivienda.

Cómo Solicitar una Audiencia Imparcial

Puede solicitar una Audiencia Imparcial por escrito, por teléfono, por fax, por Internet o en persona.

Escrito: Envíe una copia de esta carta finalización de su suplemento de alquiler del Programa Plus a Office of Administrative Hearings New York State Office of Temporary and Disability Assistance P.O. Box 1930 Albany, NY 12201. Favor de guardar una copia para usted.

Teléfono: Para solicitar una Audiencia Imparcial llame al **(800) 342-3334**. (Favor de tener este aviso a la mano cuando llame.) Para pedir una suspensión, llame al **(877) 209-1134**.

Fax: Envíe una copia de esta carta por fax al **(518) 473-6735**.

En Persona: Traiga una copia de esta carta a Oficina de Asistencia Temporal y Asistencia para Incapacitados del Estado de Nueva a **14 Boerum Place, Brooklyn, NY 11201**, Planta Baja, (esquina de Livingston). Por Tren: 2, 3, 4, 5 a Borough Hall; N, R a Court Street.

Internet: Complete una solicitud de formulario electrónico conectándose a: <http://www.otda.ny.gov/oah/forms.asp>

Si no logra comunicarse con la Oficina del Estado de Nueva York de Asistencia Temporal y para Incapacitados (New York State Office of Temporary and Disability Assistance) por teléfono, por fax, en persona o por Internet, favor de escribir a Office of Administrative Hearings, Office of Temporary and Disability Assistance, **P.O. Box 1930, Albany, New York 12201** para solicitar una audiencia antes de la fecha límite para solicitar una audiencia imparcial.

Si su situación es extremadamente seria, el Estado tratará de tramitar su pedido para una audiencia imparcial lo más pronto posible. Si llama para solicitar una audiencia imparcial, por favor prepárese para explicar su situación a la persona que contesta el teléfono. Si escribe a la dirección mencionada arriba, por favor explique su situación.

Qué Puede Esperar de la Audiencia Imparcial

El Estado le enviará una notificación que le informará de cuándo y dónde se llevará a cabo la Audiencia Imparcial. En la audiencia, usted tendrá la oportunidad de explicar la razón por la que considera que la finalización del programa Plus de Estabilidad de Vivienda es un error. Usted puede traer a la audiencia a un abogado, un pariente, un amigo o alguien que pueda ayudarle a realizar esto. Si no puede acudir a la audiencia, puede enviar a alguien que le represente. Si tal representante que envía a la audiencia no es abogado, usted debe proporcionarle una carta para que el Funcionario de la Audiencia sepa que usted desea que tal persona le represente.

Para ayudarle a explicar por qué cree que la finalización de su asistencia de subsidio de alquiler es errónea, usted debe traer cualquier testigo que le ayude.

Durante la audiencia, usted, su abogado o su representante también pueden interrogar a los testigos (incluyendo testigos por parte nuestra o suya, para aclarar el caso).

Asistencia Legal

Si usted cree que necesita un abogado para ayuda con su problema, puede ser que pueda conseguir un abogado gratuito, comunicándose con la Sociedad de Ayuda Legal (Legal Aid Society) de su localidad u otro grupo legal de abogacía. Si usted cree que necesite ayuda relacionada con refugio, puede comunicarse con el Proyecto de Derechos de Desamparados de la Sociedad de Ayuda Legal (The Legal Aid Society Homeless Rights Project) al (800) 649-9125, El Centro de Justicia Urbana (Urban Justice Center) al (646) 602-5600, La Coalición para los Desamparados (Coalition for the Homeless) al (212) 776-2000, Servicios Legal de MFY (the MFY Legal Services) al (212) 417-3700, Servicios Legales de Manhattan (Harlem) (Manhattan Legal Services) al (212) 348-7449. También tiene el derecho a otro abogado para los nombres de otros abogados busque en las Páginas Amarillas (Yellow Pages) bajo "lawyers" (abogados).

Acceso a su Archivo y Copias de Documentos:

Para ayudarle a prepararse para la audiencia, usted tiene el derecho de revisar los archivos de su caso. Si desea copias de documentos contenidos en su archivo, debe pedirlos con anticipación. Las copias serán entregadas en un tiempo razonable antes de la fecha de su audiencia. Los documentos se enviarán por correo sólo si usted solicita que sean enviadas por correo.

Si usted nos llama, nos escribe o nos manda un facsímil, le proporcionaremos copias gratuitas de los documentos que se encuentran en su archivo, los mismos que se entregarán al Funcionario de Audiencias durante la Audiencia Imparcial. Además, si usted nos llama, nos escribe o nos manda un facsímil le proporcionaremos copias gratuitas u otros documentos específicos que usted piensa pueda necesitar para prepararse para la audiencia imparcial. Para pedir documentos o para averiguar como revisar su archivo, llámenos al **(718) 722-5012**, por facsímil al **(718) 722-5018** o escriba a: **HRA Division of Fair Hearing, 14 Boerum Place, Brooklyn, New York 11201**.

Attachment B

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April 6, 2011

Re: Termination of Housing Stability Plus (HSP) Program

New York State's Executive Budget has eliminated funding for the Housing Stability Plus (HSP) Program. In the absence of State funds and the federal share which the State controls, New York City (NYC) will terminate the HSP Program starting with the May 2011 payment.

While NYC will no longer be issuing the HSP rental assistance subsidy payments on behalf of your tenant(s) to you, each tenant(s) will receive the applicable shelter allowance amount for the household. This amount will be issued to you each month. Starting in May, your tenant(s) will be responsible for paying directly to you the amount of rent each month that is above the shelter allowance amount(s) sent to you.

If you have any questions or need additional information, please contact the HRA Call Center at **(212) 331-4200** during business hours, or **311** after business hours.